

**BUREAU OF HIGHWAYS  
REQUEST FOR PROPOSAL  
for  
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide 3 paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by **1:00 p.m. on December 8, 2004.** Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Secretary, Operations Contract Support  
Michigan Department of Transportation  
P.O. Box 30050  
Lansing, MI 48909

OR

Overnight Mail:

Secretary, Operations Contract Support  
Michigan Department of Transportation  
425 W. Ottawa  
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its

contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. You will be notified if a presentation is required. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**The maximum allowable pages for your proposal shall follow the guidelines detailed in Exhibit F of the Vendor Selection Guidelines (October 2004) for \$100,000/\$500,000.**

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

## **SCOPE OF SERVICES FOR “AS-NEEDED” INSPECTION AND TESTING CONSULTANT SERVICES**

**PROJECT LOCATION:** Various throughout Saginaw, Bay and Arenac Counties

**CONTROL SECTION, JOB NUMBER:** Various, see list in Scope of Services

**DESCRIPTION OF WORK:** As needed for inspection and testing services in the above counties on various types of projects. Also includes various services in the testing lab at the Bay City Transportation Service Center.

### **I. Primary Prequalification Classification:**

Aggregate Inspection & Testing

Bituminous Plant Inspection & Testing or Bituminous Paving Inspection (will accept one or the other)

Density Inspection & Testing

Portland Cement Concrete Inspection & Testing

The anticipated start date of the service is March 1, 2005.

The anticipated completion date for the service is December 31, 2005.

**DBE REQUIREMENT: 0%**

### **II. Project Engineer Manager Designation / Description of Work**

A. Louis J. Taylor, P.E.  
2590 East Wilder Road  
Bay City, MI 48706  
Phone (989) 671-1555  
Fax (989) 671-1530  
Email: [taylorl7@michigan.gov](mailto:taylorl7@michigan.gov)

B. Provide inspection and testing services as needed for road construction and bridge rehabilitation work which may include performing inspection and testing services during construction and office work to close project out (“finaling”) after construction. The inspectors shall work under the direction of the Project Engineer Manager. Inspection and testing will be performed on various projects throughout 2005, as directed by the Project Engineer Manager. Inspection and testing services may be needed full time or at various given times (overtime may be necessary).

The projects that may utilize these services include, but are not limited to:

C.S./J.N.	Location	Description
06041-79817	Various locations, CPM	Mill, resurface and joints
06111-55125	I-75, Lincoln Road to Arenac-Ogemaw County Line	Rubblize, resurface and bridge rehabilitation
06997-	Standish Prison Access Road	HMA road construction

78534		and bridge rehabilitation
09011-31804	M-84, Pierce Road to Delta Road	HMA construction
09032-55352	M-13, Fisher Road to Wilder Road	Mill and resurface
09033-53356	M-13, City of Pinconning	Concrete reconstruction, mill, resurface and bridge rehabilitation
09035-79819	Various locations, CPM	Concrete pavement repairs
09101-79140	US-10	Guardrail replacement
09111-60467	M-13 Connector	Concrete repairs and guardrail
56044-78495	Various locations, Bridge Rehabilitation	Rehabilitation on 46 bridges
73171-75175	I-75, M-57 to Saginaw County Line	Concrete overlay and reconstruct

### III. General

- A. This Scope of Services consists of performing to the satisfaction of the Department all inspection and testing services necessary to complete the contracts, in accordance with MDOT specifications, publications, and accepted practices.
- B. The Consultant's principal contact with the Department shall be through the designated Project Engineer Manager.
- C. The Consultant agrees to demonstrate the knowledge and performance in compliance with the standard construction practices of the Department; the project specific construction contracts, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; the MDOT Materials Sampling Guide; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
- D. Since the Services described herein are financed in whole or in part with Federal or State funds, the Services shall comply with all applicable Federal and State laws and regulations.
- E. This solicitation may result in selection of inspection and testing services from one firm.

#### **IV. Inspection and Testing Services to be Performed by the Consultant**

- A. Provide full time experienced inspection and testing services as needed on various projects and perform inspection and testing services under the direction of the Project Engineer Manager. The inspectors assigned to this project will report and be directly responsible to the Project Engineer Manager who is in charge of the project's construction.
- B. Provide, to the satisfaction of the Department, inspection and testing services required for bridge rehabilitation, bituminous construction, Portland cement concrete construction, aggregate construction, rubblizing, ditching, undercutting, Hot Mix Asphalt Stabilized Crack Relief Layer, and earthwork. Perform all reporting, measurement, computation, and documentation required by the Specifications, plans, proposal, the Michigan Construction Manual, the MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals required for the inspection and testing for construction of the aforementioned projects, and as directed by the Project Engineer Manager.
- C. That all work under this Agreement will be performed in compliance with the contract documents and the standard practices of the Department. Sampling frequencies for inspection and testing will be as prescribed by the Specifications, proposal, MDOT Materials Sampling Guide and other applicable references, guidelines, procedures manuals and instruction furnished by the Department or as directed by the Project Engineer Manager, and no variation will be permitted except on written order of the Department.
- D. That acceptance samples, tests, and reporting procedures will conform to the Specifications, proposal, MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.
- E. The inspectors will immediately bring to the attention of the Project Engineer Manager the failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution by the Engineer.
- F. The inspectors will accurately report, measure, compute, and document all quantities of items of work and all inspection and or testing work in accordance with the Specifications, plans, proposal, MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.
- G. The inspectors shall provide their own transportation to, from, and on the project site to perform the services outlined herein.

- H. The inspectors shall provide lap top computers (or equivalent) with Filed Manager and/or Field Book software and produce all daily inspection reports in this format. The inspectors shall deliver all inspection reports to the Project Engineer Manager's field office daily unless other arrangements are made.
- I. The inspectors shall provide a Troxler Density Gauge and comply with all requirements related to the use of this gauge established by the Nuclear Regulatory Commission and MDOT. This gauge should be calibrated to meet MDOT requirements.
- J. The inspectors shall provide a Roll-O-Meter, Acme or Pres-sure air entrainment gauge for concrete testing. This gauge should be calibrated to meet MDOT requirements.
- K. In addition to providing the aforementioned density and concrete gauges, the inspectors shall provide all measuring and testing equipment required for proper and accurate inspection.
- L. The bridge inspector(s) shall be certified as a Concrete Technician Michigan Level I through a program certified by Michigan Concrete Association Board of Examiners or the Michigan Concrete Paving Association. The road inspector(s) shall have completed MDOT's Inspection School, or display a proficiency in MDOT practices through equivalent relevant experience.
- M. The inspectors shall be proficient working with metric and English units.
- N. The Consultant shall provide MDOT with two cellular or Nextel phones for use throughout the life of the contract. All charges for these phones will be paid by the Consultant.
- O. The inspectors shall wear personal safety equipment in accordance with MIOSHA and MDOT requirements and practices while on the project site.
- P. The inspectors shall attend all project related meetings, when directed by the Project Engineer Manager.
- Q. The Consultant shall provide all required reference materials including, but not limited to, MDOT Standard Specifications, Materials Sampling Guide, Construction Manual, and any and all other necessary applicable references, guidelines and procedures manuals.
- R. All overtime for the Consultant must be authorized by the Project Engineer Manager prior to the start of the work by the Consultant.
- S. The Consultant shall return to the Project Engineer Manager at the completion of this Agreement any and all project specific materials furnished to the Consultant by the Project Engineer Manager.

- T. The inspector(s) performing bituminous plant inspection shall be Michigan Bituminous Qualified QC/QA Technician(s).
- U. The Consultant shall be responsible for any errors that occur on the project due to an inspection and/or testing error. The Consultant will be responsible to compensate MDOT for the additional costs incurred due to an inspection and/or testing error on the project by one of their employees. At such time the error is discovered MDOT will meet with the Consultant to discuss options to rectify the error. Once final costs are received from the Contractor for the additional work to rectify the problem, MDOT will forward a copy to the consultant for reimbursement.

#### **V. Lab Testing Services to be Performed by the Consultant**

- A. Provide full time experienced lab testing services as needed and perform lab testing services under the direction of the Project Engineer Manager. The lab personnel assigned to this project will report and be directly responsible to the Project Engineer Manager who is in charge of the project's construction.
- B. Provide, to the satisfaction of the Department, lab testing services required for bituminous construction, portland cement concrete construction, and aggregate construction. Perform all reporting, measurement, computation, and documentation required by the Specifications, plans, proposal, the Michigan Construction Manual, the MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals required for the testing for construction of the aforementioned projects, and as directed by the Project Engineer Manager.
- C. That all work under this Agreement will be performed in compliance with the contract documents and the standard practices of the Department. Sampling frequencies for lab testing will be as prescribed by the Specifications, proposal, MDOT Materials Sampling Guide and/ or other applicable references, guidelines, and procedures manuals and instruction furnished by the Department or as directed by the Engineer, and no variation will be permitted except on written order of the Department.
- D. That acceptance samples, tests, and reporting procedures will conform to the Specifications, proposal, MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.
- E. The lab personnel will immediately bring to the attention of the Project Engineer Manager the failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution by the Engineer.

- F. The lab personnel will accurately report, measure, compute, and document all quantities of materials or testing work in accordance with the Specifications, plans, proposal, MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.
- G. The lab personnel shall provide their own transportation to, from, and on the project site to perform the services outlined herein.
- H. The lab personnel shall be proficient working with metric and English units.
- I. The lab personnel shall wear personal safety equipment in accordance with MIOSHA and MDOT requirements and practices while on the project site or in the MDOT lab.
- J. The lab personnel shall attend all project related meetings, when directed by the Project Engineer Manager.
- K. The lab personnel shall provide all required reference materials including, but not limited to, MDOT Standard Specifications, Materials Sampling Guide, Construction Manual, and any and all other necessary applicable references, guidelines and procedures manuals.
- L. The Consultant shall be responsible for any testing errors that may have resulted from improper testing methods or testing documentation. The Consultant will be responsible to compensate MDOT for additional costs incurred due to testing errors by one of the Consultants employees. At such time the error is discovered, MDOT will meet with the Consultant to discuss options to rectify the error. Once final costs are received for the additional work to rectify the problem, MDOT will forward a copy to the Consultant for reimbursement.
- M. The lab personnel supplied by the Consultant must be certified in Aggregate, Concrete Level II and Density Control. Failure to supply certified staff at all times could result in termination of contract unless approval is given by the Project Engineer Manager.
- N. All testing results shall go through Project Engineer Manager.

## **VI. Services to be Performed by the Department**

- A. The Project Engineer Manager shall determine if an error or omission has occurred. The Project Engineer Manager will notify the Consultant in writing within 10 business days of the error or omission.
- B. The Project Engineer Manager shall furnish to the inspectors all project specific construction contracts, proposals, plans, plan revisions, written



instructions, and other information and/ or data as deemed necessary by the Project Engineer Manager for the services required herein.

- C. The Project Engineer Manager shall furnish office space for the use of the inspectors to perform the services required herein.

## **VII. Consultant Payment**

- A. All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.
- B. Payment to the Consultant for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.
- C. Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the CE activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.
- D. Reimbursement for overtime hours will be limited to time spent on this project in excess of forty hours per week. Any variations to this rule should be included in the price proposal